



**BROADCASTING BOARD
OF GOVERNORS**
VOICE OF AMERICA

Agency: Broadcasting Board of Governors

Job Announcement Number: **M/P-07-41**

International Broadcaster (French), GS-1001-13

SALARY RANGE: 79,397–103,220 USD per year

OPEN PERIOD: March 28, 2007 to
April 11, 2007

SERIES & GRADE: GS-1001-13

POSITION INFORMATION: Full Time
Career Conditional

DUTY LOCATIONS: 1 position
Washington, DC

WHO MAY BE CONSIDERED: All Qualified Applicants

**NON-U.S. CITIZENS MAY BE CONSIDERED FOR THIS POSITION IN THE ABSENCE OF
EQUALLY OR BETTER QUALIFIED U.S. CITIZENS.**

JOB SUMMARY: This position is located in the Voice of America, Africa Division, French to Africa Service. Incumbent serves as a multi-media Senior Editor, responsible for the Website TV and radio programming for the Service.

INTRODUCTION TO THE AGENCY:

The Voice of America is a component of the Broadcasting Board of Governors. The VOA broadcasts news and information to millions throughout the world in more than 40 languages, via radio, television and the Internet. Our diverse, multicultural and dedicated professionals staff correspondent bureaus, transmission stations and marketing offices around the world in addition to our main offices in Washington, D.C.

The Full Performance Level: GS-13

NOTE: Budgetary conditions and/or a Reduction in Force may delay or otherwise affect filling the vacancy. However, interested candidates should apply now.

KEY REQUIREMENTS:

- Relocation Expenses will not be paid.
- Status Candidates must meet time-in-grade requirements by the closing date of this announcement.
- Willingness to work weekends, and holidays is required.
- Non-BBG Status candidates must submit most recent Notification of Personnel Action (SF-50)

MAJOR DUTIES:

This position is located in the Voice of America, Africa Division, French to Africa Service. Incumbent serves as a multi-media Senior Editor, responsible for the Website TV and radio programming for the French to Africa Service of the Africa Division. The Service broadcasts programs consisting of news, news analysis, interviews, features, correspondent reports, backgrounders, live coverage, etc five days a week, three and a half hours a day. Incumbent provides a variety of writing, adapting, and editing functions for all Service programming – often deciding specific content of programs, suitability for target audience as well as accuracy and quality of program material. Incumbent is also responsible for editing, hosting and coordinating production of material going on radio, TV and the website.

QUALIFICATIONS AND EVALUATION

QUALIFICATIONS REQUIRED:

Applicants must meet the following basic requirements:

1 year of specialized experience equivalent to the next lower grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work described in this announcement under “major duties”.

Screen out-factor: Fluency in French and English with demonstrated skill in using French effectively to perform the duties of the position.

HOW YOU WILL BE EVALUATED:

This announcement combines a merit promotion and a competitive announcement in one advertisement. Applications will be accepted from status and non-status candidates. Status candidates will be considered under merit promotion procedures. Non-status candidates will be considered under competitive procedures. Status candidates must submit two applications in order to be considered under both merit promotion and competitive procedures.

Competitive Examining Procedures:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. Your application will be evaluated and rated under the Category Rating and Selection Procedures. Your resume and supporting documentation will be reviewed and compared to your responses on the occupational questionnaire or KSAs (as applicable) to determine if you meet the minimum qualifications for this position. If you meet the minimum qualifications for this job, your qualifications will be further reviewed by a Human Resources Specialist and a subject matter expert, **OR** a panel of subject-matter experts to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the critical experience requirements listed in this vacancy announcement. You will then be placed in one of three rating categories:

- **Qualified Category** –Meets the specialized experience outlined in the minimum qualifications requirements section of the vacancy announcement.
- **Well-Qualified Category** – Meets the basic qualification requirements for the vacancy announcement and demonstrates proficiency in the critical competencies for this position.
- **Best Qualified Category** – Meets the basic qualification requirements for the vacancy announcement and has successful experience in the same or similar job that has demonstrated “**outstanding**” proficiency in applying knowledge, skill, and ability in the critical competencies for this position to work of increased levels of difficulty and complexity.

You should be aware that your ratings are subject to evaluation and verification. If a determination is made that you have rated yourself higher than is supported by your resume, you will be assigned a rating commensurate to your described experience. Providing false information may be grounds for not selecting you or termination after appointment.

DIRECTIONS FOR COMPLETING KSA STATEMENTS: Consider what in your education and experience background best reflects your possession of each knowledge, skill, and ability (KSA). For each KSA, provide a clear, concise statement demonstrating your possession of the KSA as it relates to the position for which you are applying. Your statements should illustrate the degree to which your background has equipped you with each KSA, reflecting the scope and depth of your knowledge, skill, or ability and your level of responsibility. You may refer to paid or volunteer work, education or training, or any other applicable experience.

KNOWLEDGE, SKILLS, AND ABILITY FACTORS: Relative numerical values equate to a total of 30 points.

- 1 . **Proven ability to write balanced, objective radio, television and Internet scripts on news events and feature topics that appeal to, educate, explain, and provide context to international audiences. (5)**
- 2 . **Broad Knowledge of the principles, practices, and procedures of journalistic writing and editing for radio, TV and Internet. (5)**
- 3 . **Knowledge of world affairs and U.S. foreign policy, as well as contemporary political, economic, cultural, and social developments and trends in the U.S. (5)**
- 4 . **Skill in establishing and maintaining effective and respectful working relationships with team members, colleagues in multi-media elements of VOA, and groups or individuals providing information or interviews for programs or program segments. (5)**
- 5 . **Demonstrated experience in writing/editing for a foreign audience. (5)**
- 6 . **Knowledge of international radio broadcast, TV and Internet techniques and practices. (5)**

The submission of statements addressing the Knowledges, Skills, and Abilities (KSAs) listed above is ***highly encouraged*** so as to assure that your relevant experience for the position for which you are applying is clearly articulated and geared towards each KSA element. KSA statements should be clear, concise examples of your experience that show the depth of your knowledge, level of skill or the degree of your ability related to the individual KSA elements.

If you do not submit KSA statements, your relevant experience will be gleaned from the information affected in your application or resume ***only*** in order to evaluate your credentials against the KSAs. Please note however, that failure to submit KSA statements may result in lower scores being assigned during the evaluation process, in comparison with other candidates who submit targeted KSA statements.

Veterans' Preference:

"Application of Veterans' Preference: the Category Rating Method does not add veterans' preference points or apply the rule of three, but protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who do not have a service-connected disability of 10 percent or more will be assigned to the appropriate quality category based upon the job-related assessment and will be listed ahead of non-preference eligibles within the appropriate quality category.

Benefits and other Information

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfed.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, and Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp> This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

OTHER INFORMATION:

1. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85 or above on the rating criteria for this position. ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

2. If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit a copy of your latest SF-50 "Notification of Personnel Action" and/or a copy of the SF-50 that reflects career or career-conditional tenure, or you will not be considered under the merit promotion process. Also, you should submit your most recent performance appraisal.

3. If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. **If you are claiming 10-point veterans' preference,** you must attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

If you are a veteran applying under the Veterans Employment Opportunity Act (VEOA), you must clearly annotate "**VEOA**" on your resume. If you are filing under the VEOA (Veterans Employment Opportunity Act) or the VRA (Veterans Recruitment Authority), you must include a copy of your DD-214 or other proof of eligibility with your application.

If you are still on active duty, you may submit a statement of service from your Personnel Command which states the date you entered active duty, the date you are separating, and the campaign medals you have received. For more information on the VEOA and VRA, consult the Vets Guide at: <http://www.opm.gov/veterans/html/vetguide.htm>

4. If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

5. You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; certain Vietnam era and disabled veterans; returned volunteers from the Peace Corps or Vista, etc. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

6. All qualification requirements must be met by the closing date of this announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at <http://www.opm.gov/qualifications>.

7. REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

8. Candidates who wish to be considered under both the merit promotion process and the competitive process (DEU) need to submit two complete application packages.

9. Status candidates MUST clearly indicate on their application package whether they want to be considered under the provisions of the Merit Promotion Program or the Delegated Examining Unit. **If you DO NOT indicate a preference, your application will only be considered under the Merit Promotion Program.** You may wish to be considered under both procedures in which case **you MUST submit TWO complete application packages.**

HOW TO APPLY:

DO NOT ATTACH ANY ADDITIONAL FORMS WHICH ARE NOT REQUESTED IN THIS ANNOUNCEMENT.

To submit the documents requested, follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted by fax, mail or by hand-deliver. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

Instructions on submitting resume and supporting documents in hard copy via fax or by mail: **If you fax your documentation you must use a cover page.** The information contained on the cover page should match the information you provided to the occupational questionnaire. The Vacancy ID number M/P-07-32, your Name, and SSN should be written accurately and neatly. If the information is inaccurate or incomplete it will delay the processing of your application or you may not receive consideration for this position.

You can mail or hand deliver your application materials to the address below:

International Broadcasting Bureau
330 Independence Avenue SW
ATTN Office of Personnel
Room 1543 Cohen Building
Washington, DC 20237
Attention: **M/HO – Janice Albritton-Pollock**

REQUIRED DOCUMENTS: Failure to submit all required documents will result in your application not being considered.

- **Resume**
- **Veterans Preference documentation**
- **Notification of Personnel Action (SF-50) for non-BBG employees.**

AGENCY CONTACT INFO:

Janice Albritton-Pollock

Phone: (202)619-3117

Fax: (202) 401-0557 or (202) 205-8427

Or write to:

International Broadcasting Bureau
Office of Human Resources, Room 1543
ATTN: Janice Albritton-Pollock
330 Independence Avenue SW
Washington, DC 20237
USA

WHAT TO EXPECT:

After a review of your complete application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted.